

OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, AUGUST 24, 2022, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE
Revised 8/25/22

BOARD MEMBERS PRESENT: Heather Wichert, Tyler Miller
 BOARD MEMBERS NOT PRESENT: Barbara Pilon
 OTHERS PRESENT: Helenanne Cathey, Jason Wichert, Cathy & Tracy Overton

Tyler Miller called the meeting to order at 5:30 p.m.

- I. Minutes** – Heather Wichert moved to approve the minutes for the June 22, 2022, budget hearing and regular meeting as presented. Tyler Miller seconded. Motion carried unanimously.
- II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Heather Wichert moved to approve the Treasurer's Report and pay bills as presented. Tyler Miller seconded. There was discussion on the increase in the Water Guy bill. It looks like they are charging the amount quoted for them doing the billing and collections. There are no other water operators in Gillette. Motion carried unanimously.

Bank Balance End of Last Meeting:			\$37,855.61
06/22-06/30/22	Deposits – Water	\$246.77	
06/30/22	Interest	\$3.00	
7/01-7/31/22	Deposits - Water	\$881.17	
07/31/22	Interest	\$2.68	
Bills Paid in July:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
AUTO	Black Hills Energy Gas 5/25-6/27/22 Readings 87 to 87		\$29.00
AUTO	Powder River Energy 10349101 Electricity 6/1-7/1/22		\$277.75
5469	Cathey Consulting Inv. 6623 – June Admin./Bookkeeping/Compliance		\$462.40
5470	City of Gillette Bill 1476720– 6/1-7/5/22 Regional Water 2987-3615 – 628,000 gal.		\$2,135.52
5471	One-Call of Wyoming Inv. 63965 – April, May and June locates		\$2.25
5472	Water Guy, LLC Inv. 2022-568 – June Water Operator/Meter Rdgs. \$773.50		\$866.14
	Inv. 2022-639 – CCR Prep / mail postage \$92.64		
TOTAL			\$3,773.06
8/1-8/23/22	Deposit – Water	\$515.54	
08/12/22	Deposit – County Grant	\$6,080.53	
08/12/22	Deposit – Assessments	\$789.03	
BALANCE PRIOR TO MEETING:			\$42,601.27
Bills Paid At This Meeting:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
AUTO	Black Hills Energy Gas 6/27-7/26/22 Readings 87 to 87		\$29.00
AUTO	Powder River Energy 10349101 Electricity 7/1-8/1/22		\$295.13
5473	Cathey Consulting Inv. 6663 – July Admin./Bookkeeping/Compl./Postage		\$463.92
5474	City of Gillette Bill 1492742 – 7/5-8/2/22 Regional Water 3615 - 4388 / 773,000 gal.		\$2,583.57
5475	Water Guy, LLC Inv. 2022-701 – July Water Op./Meters		\$849.80
Total Bills:			\$4,221.42
BALANCE AFTER BILLS:			\$38,379.85
Receivables Balance: \$38,983.36			

- III. Water / Well Update** –
- a. Water System Review – There was discussion on meter reading and billing. Tyler Miller continues to explore options for meter reading. In November of 2021 the District's well was shut down due to issues. Weston

Engineering was scheduled to do the air lifting of the well to hopefully clean up the problems earlier this spring.

- b. Weston Engineering Proposal for well evaluation and air lifting well (\$16,400). The County approved a grant application on 4/19/22 for \$4,100. Tyler Miller contacted Weston Engineering. The person that put the proposal together and was scheduled to do the air lifting of the well left the company. After that person left, Weston Engineering hadn't scheduled anyone else. Tyler Miller contacted Duaine Faucett with Water Guy to see who he would recommend for the work, and Duaine Faucett provided the name of another person (Tim Barrett) who is putting together a proposal. It sounds like everyone in the well business is really busy right now. A video log will be done of the well and a pump test as well as the other work. There was a great deal of discussion on the issues with the well. Everyone wants to get back on the well water, but it needs to be cleaned up first – that's why they will be air lifting it. The red light went on a few times while on the City regional water, but then the City came out and made some changes, and that red light hasn't come on at all. There were concerns that the regional water wouldn't keep up, but since the City did whatever they did, that hasn't been an issue.
- c. Tyler Miller moved to approve meter readings / billing for June and July, 2022, as presented. Heather Wichert seconded. Motion carried unanimously.
- d. Water Guy Service Agreement / billing and receivables / memo regarding billing – Tyler Miller will talk to Water Guy. Tracy Overton will help research options.

IV. Unfinished Business

- a. Enlargement – The Wyoming Department of Revenue sent a letter stating the District is compliant and all requirements were met. The final completion report and affidavit were signed and will be submitted to the County to close out the grant.
- b. 58 and 49 Overbrook – Two unoccupied houses/lots falling into disrepair – One of the homes has been sold and is being fixed. This will be removed from the agenda.

V. New Business

- a. 215 Overbrook / Wirfel – Bills have been mailed to this property for several years, but have mostly remained unpaid. A total of \$3,300 is outstanding on the account. Heather Wichert moved to write off the prior years' billing for the property. Tyler Miller seconded. Motion carried unanimously.

The new owner of 215 Overbrook was invoiced \$600 for 7/1/22 – 6/30/23 (Brittani Buckner).

- b. Tracy Overton asked a number of questions regarding the water system. There was discussion. 15,000 gallons is the base gallons of water per month for the tiered billing system. When the District started using regional water, the consensus at that time was that the regional water was a supplement and the bill would be prorated out based on meter readings for that same time period. The concern is that we have been solely on regional water since November. The main question is should we be billed the overage rates when the City water is the only source. After discussion, the consensus is that the only bill to customers should be the regional bill. Tyler Miller moved to credit billed overages on the tiered rate for the last two months and to not charge the tiered overage rate for the rest of the summer (while on regional water only). Heather Wichert seconded. Motion carried unanimously. The only bill will be the pro-rated City bill.

There was discussion on the District's rates. Tracy Overton volunteered to look at the costs and review the District's budget and make some suggestions on rates. He will also help look for alternatives to the current meter reading system.

- c. Public Records Requests / Fees – Tyler Miller moved to approve the updated fee schedule for Cathey Consulting for public records. Heather Wichert seconded. Motion carried unanimously. The fee schedule is posted online.
- d. Free for turning on water at 18 Overbrook on 8/15/22 – Water Guy charged \$90 for turning on water at 18 Overbrook. There was discussion on whether the charge should be passed on to the owner of the property. Tyler Miller moved to charge the customer the \$90 fee. Heather Wichert seconded. Motion carried unanimously.

- e. The Board reviewed and signed the Local Government Annual Report Summary for FYE 6/30/22, and it will be submitted to the Department of Audit along with the other year end reports completed by Helenanne Cathey.
- f. Heather Wichert moved to authorize Helenanne Cathey to order more checks for the District. Tyler Miller seconded. Motion carried unanimously.

Next Meeting: Wednesday, September 28, 2022, 5:30 p.m. (Regular Meeting) at Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette – K2 Technologies building – office entrance is on 4th Street across from Arrow Printing. The District holds regular meetings. The next regular meeting date is scheduled at each meeting and is included in the minutes.

Tyler Miller moved to adjourn the meeting. Heather Wichert seconded. The meeting adjourned at 6:44 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Tyler Miller, President 307-680-3605 / Date

Heather Wichert, Vice President 307-351-9354 / Date

Barb Pilon, Secretary/Treasurer 307-670-7062 / Date